

A Scenario Specific Job Aid for Updating the ACAS Database

How to use this document: This document provides scenario specific assistance for updating the ACAS database. It is intended to help the HR Specialist to:

- Find the type of employment status or Health Benefits (HB) related event that pertains to their employee; then
 - Identify why/how/when the ACAS database should be updated to reflect the appropriate ACA related information.
- Look for the overall description of your employee’s employment status and/or HB related event in the Yellow Rows, e.g., Newly Hired Employees, Permanent Intermittent Employee Becomes Newly Eligible, Previously Ineligible Employee Increases Tenure/Time Base & Becomes Newly Eligible, etc.
 - The last Yellow Row introduces a list of ‘Common Health Benefits Events Where No ACAS Update is Needed’.
 - All other rows in the document provide specific descriptions for a variety of employment and/or HB statuses. For example, under ‘Newly Hired Employees’, you will find ‘Does Not Meet HB Eligibility Criteria’, ‘Permanent Intermittent’, ‘Health Benefits Eligible’, etc.
 - One exception: The first row under Newly Hired Employees applies to all newly hired employees and provides information and examples for entering Health Coverage Notice Date.
 - For each row that describes a specific type of ACA status, employment and/or HB status, you will find:
 - The appropriate ACA Status Code.
 - A bulleted description of the ACA Status Code, and the employment/HB event that requires ACAS to be updated.
 - Some additional information that either further explains the status and/or the need to update ACAS.
 - A description of the required effective date.
 - Examples of how ACAS should be updated when that particular employment/HB event occurs
 - When an ACAS transaction is required, the example will show the effective date and the appropriate ACA Status Code.
 - To fully describe the scenario, previous HB related events and ACAS transactions that should have been key entered in the past are shown, but shaded in light turquoise blue.
 - The current HB events and required ACAS transactions appear in bold/italicized type.
 - If you have any questions regarding the information provided in this job aid, please contact the SCO ACA Online Application Support Group.
 - Phone: (916) 322-3770
 - Email: acasupport@sco.ca.gov

ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event												
ACA Code	HB Related Event That Requires ACAS Update	Additional Information RE HB Related Event &/or Need to Update ACAS	Effective Date	ACAS Update Scenarios/Examples								
Newly Hired Employees												
N/A	Health Coverage Notice Date (HCND): <ul style="list-style-type: none">MM/DD/YYYY FormatThe Date the Health Insurance Marketplace Coverage Options Notice Was Provided to the EmployeeCan Be Keyed by Itself or with an ACA Status Code Update.	ALL new employees must be provided with the Health Insurance Marketplace Coverage Options Notice within 14 days of hire. The HCND should reflect the date the Marketplace Options Notice was provided to the employee. (Refer to CalHR PML #s 2013-30 and 2014-038.)	N/A – No ACAS Transaction Effective Date Is required to key the HCND – if only the HCND is being updated.	Example 1 – Update Health Coverage Notice Date (HCND) only: <table><tr><th>ACAS Related Scenario</th><th>ACA Tran. Eff. Date</th><th>ACA Status</th><th>HCN Date</th></tr><tr><td>2/10/15: An Employee Is Hired – whether HB Eligible</td><td></td><td></td><td></td></tr></table>	ACAS Related Scenario	ACA Tran. Eff. Date	ACA Status	HCN Date	2/10/15: An Employee Is Hired – whether HB Eligible			
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	<ul style="list-style-type: none">Once HCND Is Entered in ACAS, the HCND Will Continue to Carry Forward into All Future ACA Transactions.		<p>However, If HCND Is updated at the same time as an ACA Status Code, the ACA Status Code entry requires an appropriate Effective Date.</p> <p>NOTE: The HCND must reflect the date that the Marketplace Options Notice was provided to the employee.</p>	or Not.							
				The Employee’s ACA Status Code Was Already Updated on ACAS; However, the HCND Was Not Yet Updated.	2/10/15	What-ever Applies to Emp.	BLANK				
				2/13/15: The HR Office Provides the Health Insurance Marketplace Coverage Options Notice to Employee.							
				ACAS Must Be Updated with the HCND.	BLANK	BLANK	02/13/2015				
				Note: No ACAS Transaction Effective Date Is Needed to Update Only the HCND Field.							
				Example 2 – Update HCND at Same Time as ACA Status Code:							
								ACAS Related Scenario	ACA Tran. Eff. Date	ACA Status	HCN Date
								2/10/15: An Employee Is Hired – Whether HB Eligible or Not.			
				2/10/15: The HR Office Provides the							

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				Health Insurance Marketplace Coverage Options Notice to Employee.													
				<i>When ACA Status Is Updated in ACAS, the HCND Is Also Keyed.</i>	<i>2/10/15</i>	<i>What-Ever Applies to Emp.</i>	<i>2/10/2015</i>										
2A	Health Benefits Not Offered to a Newly Hired Employee; <u>Employee Is Appointed to a Position that Is Not HB Eligible</u>: <ul style="list-style-type: none">Employee Does Not Meet Health Benefits Eligibility CriteriaTemporary Intermittent, Seasonal Clerk, Student Assistant, Retired Annuitant, Youth Aid, Temporary Appointment (TAU) 6 Months or Less, or Time Base Is Less Than Halftime.	Health Benefits (HB) cannot be offered to an employee who Is appointed to a position that Is not eligible for HB. ACA Status will remain as 2A until the employee is hired into a HB eligible position.	Date of hire to HB ineligible tenure /time base.	<table><tr><th>ACAS Related Scenario</th><th>ACA Tran. Effective Date</th><th>ACA Status</th></tr><tr><td><i>2/10/15: New Hire – Temporary Intermittent Employee Is Not Eligible for HB</i></td><td></td><td></td></tr><tr><td><i>HB Not Offered – Employee Not HB Eligible</i></td><td><i>2/10/15</i></td><td><i>2A</i></td></tr></table>					ACAS Related Scenario	ACA Tran. Effective Date	ACA Status	<i>2/10/15: New Hire – Temporary Intermittent Employee Is Not Eligible for HB</i>			<i>HB Not Offered – Employee Not HB Eligible</i>	<i>2/10/15</i>	<i>2A</i>
ACAS Related Scenario	ACA Tran. Effective Date	ACA Status															
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<i>HB Not Offered – Employee Not HB Eligible</i>	<i>2/10/15</i>	<i>2A</i>															
2A	Health Benefits Not Offered to a Newly Hired <u>Employee in Multiple Positions and Employee Is Not HB Eligible in this Specific Position</u>, because: <ul style="list-style-type: none">This Position Does Not Administer Health Benefits.One of the Employee’s Other Positions is Administering Health Benefits – if Eligible.	For employees in multiple positions, where the employee’s combined employment is HB Eligible, the HR offices for each position must decide which position will administer HB. Any position(s) from which HB are not administered, should reflect a 2A ACA Status Code.	Date employee hired to this position.	<table><tr><th>ACAS Related Scenario</th><th>ACA Tran. Effective Date</th><th>ACA Status</th></tr><tr><td><i>2/10/15: New Hire to Additional Position. This Position Does Not Administer HB for the Employee. If Employee Is HB Eligible, another Position Is Administering their HB.</i></td><td></td><td></td></tr><tr><td><i>HB Not Offered – in this Position.</i></td><td><i>2/10/15</i></td><td><i>2A</i></td></tr></table>					ACAS Related Scenario	ACA Tran. Effective Date	ACA Status	<i>2/10/15: New Hire to Additional Position. This Position Does Not Administer HB for the Employee. If Employee Is HB Eligible, another Position Is Administering their HB.</i>			<i>HB Not Offered – in this Position.</i>	<i>2/10/15</i>	<i>2A</i>
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2B	Health Benefits Not Offered to a Newly Hired Permanent Intermittent (PI) Employee Who Is Not Yet Eligible for HB: <ul style="list-style-type: none">PI Employees Are Not HB Eligible Until/Unless They Work a Qualifying Number of Hours in a Control Period	When Permanent Intermittent employees are first hired, they are not considered Health Benefits eligible until they work a qualifying number of hours in a Control Period. Control Periods are effective from January thru June and July thru December. The ACA Status Code will remain 2B until the employee completes a qualifying Control Period.	Date of hire to Permanent Intermittent position.	<table><tr><th>ACAS Related Scenario</th><th>ACA Tran. Effective Date</th><th>ACA Status</th></tr><tr><td>2/10/15: Permanent Intermittent Employee Appointed.</td><td></td><td></td></tr><tr><td>HB Not Offered/PI Must Work Qualifying Hours in a Control Period.</td><td>2/10/15</td><td>2B</td></tr></table>	ACAS Related Scenario	ACA Tran. Effective Date	ACA Status	2/10/15: Permanent Intermittent Employee Appointed.			HB Not Offered/PI Must Work Qualifying Hours in a Control Period.	2/10/15	2B			
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2/10/15: Permanent Intermittent Employee Appointed.																
HB Not Offered/PI Must Work Qualifying Hours in a Control Period.	2/10/15	2B														
2D	Health Benefits Not Offered to a Newly Hired Employee Whose Appointment Is HB Eligible and Must First Serve an Administrative Waiting Period: <ul style="list-style-type: none">Appointment Is to Permanent Tenure; Time Base Is ½ Time or GreaterLimited Term or Temporary Tenure; Time Base Is ½ Time or Greater and Appointment Is Greater than 6 Months.Employee Must Complete Administrative Waiting Period	<p>For ACA purposes, an Administrative Waiting Period exists from the date an employee becomes “Newly Eligible” for HB (in this case, the date of hire) until the earliest date HB coverage COULD possibly begin for a Newly Eligible employee (first of month following the permitting event date).</p> <p>Until the date that HB COULD possibly begin for the employee, the official ACA Status is “Health Benefits Not Offered”.</p>	Date of new hire	<table><tr><th>ACAS Related Scenario</th><th>ACA Tran. Effective Date</th><th>ACA Status</th></tr><tr><td>2/10/15: HB Eligible Appointment.</td><td></td><td></td></tr><tr><td>HB Not Offered/Admin Waiting Period Begins.</td><td>2/10/15</td><td>2D</td></tr></table>	ACAS Related Scenario	ACA Tran. Effective Date	ACA Status	2/10/15: HB Eligible Appointment.			HB Not Offered/Admin Waiting Period Begins.	2/10/15	2D			
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2/10/15: HB Eligible Appointment.																
HB Not Offered/Admin Waiting Period Begins.	2/10/15	2D														
Permanent Intermittent Employee Becomes Newly Eligible																
2D	Health Benefits Not Offered to a Permanent Intermittent Employee Who Completes a Qualifying Control Period and Must First Serve an Administrative Waiting Period: <ul style="list-style-type: none">Employee Becomes HB Eligible when a Qualifying Number of Hours Is Worked in a Control PeriodEmployee Must Complete an Administrative Waiting Period before HB Coverage Can Begin	<p>For ACA Purposes, an Administrative Waiting Period exists from the date an employee becomes “Newly Eligible” for Health Benefits (in this case, completes a qualifying Control Period) until the earliest date HB coverage COULD possibly begin for a Newly Eligible employee.</p> <p>Until the date that HB coverage COULD possibly begin for the employee, the official ACA Status is “Health Benefits Not Offered” to a Newly Eligible Employee.</p>	<p>The first day of the month immediately following completion of the Control Period.</p> <p>Since Control Periods run from January – June</p>	Example 1 – Employee Completes January – June Control Period: <table><tr><th>ACAS Related Scenario</th><th>ACA Tran. Effective Date</th><th>ACA Status</th></tr><tr><td>2/10/15: Perm Intermittent Employee Appointed.</td><td></td><td></td></tr><tr><td>HB Not Offered/PI Must Work Qualifying Hours in Control Period.</td><td>2/10/15</td><td>2B</td></tr><tr><td>6/30/15: Jan – June Control Period Ends & Employee</td><td></td><td></td></tr></table>	ACAS Related Scenario	ACA Tran. Effective Date	ACA Status	2/10/15: Perm Intermittent Employee Appointed.			HB Not Offered/PI Must Work Qualifying Hours in Control Period.	2/10/15	2B	6/30/15: Jan – June Control Period Ends & Employee		
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2/10/15: Perm Intermittent Employee Appointed.																
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			and July – December, effective date will be either July 1 st or January 1 st .	<i>Worked Qualifying Number of Hours.</i>		
				<i>HB Not Offered – Admin Waiting Period Begins.</i>	7/1/15	2D
				Example 2 – Employee Completes July – December Control Period:		
				ACAS Related Scenario	ACA Tran. Effective Date	ACA Status
				2/10/15: Perm Intermittent Employee Appointed.		
				HB Not Offered/PI Must Work Qualifying Hours in Control Period.	2/10/15	2B
				12/31/15: Jul - Dec Control Period Ends & Employee Worked Qualifying Number of Hours.		
				HB Not Offered – Admin Waiting Period Begins.	1/1/16	2D
Previously Ineligible Employee Increases Tenure/Time Base & Becomes Newly Eligible						
2D	Health Benefits Not Offered to a Previously Ineligible Employee Who Is Hired to a HB Eligible Tenure/Time Base and Must First Serve an Administrative Waiting Period: <ul style="list-style-type: none">New Appointment Is to:<ul style="list-style-type: none">Permanent Tenure; Time Base Is ½ Time or Greater.Limited Term or Temporary Tenure; Time Base Is ½ Time or Greater and Appointment Is Greater than 6 Months.Employee Must Complete Administrative Waiting Period	For ACA Purposes, an Administrative Waiting Period exists from the date an employee becomes “Newly Eligible” for HB (in this case, the date of hire) until the earliest date HB Coverage COULD possibly begin for a Newly Eligible employee. Until the date that HB coverage COULD possibly begin for the employee, the official ACA Status is “Health Benefits Not Offered”.	Date of hire to HB eligible position	ACAS Related Scenario	ACA Tran. Effective Date	ACA Status
				2/10/15: New Hire – Temporary Intermittent Employee Is Not Eligible for HB.		
				HB Not Offered – Employee Not HB Eligible.	2/10/15	2A
				4/10/15: New Appointment – to a HB Eligible Position.		
				HB Not Offered/Admin Waiting Period Begins.	4/10/15	2D

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Newly HB Eligible Employee Completes Administrative Waiting Period & Is Now Eligible to Enroll in Health Benefits																																		
1A	<p>Health Benefits Offered to a Newly Hired Employee Who Is HB Eligible and Completed the Administrative Waiting Period:</p> <ul style="list-style-type: none">New Appointment Is to:<ul style="list-style-type: none">Permanent Tenure; Time Base Is ½ Time or Greater.Limited Term or Temporary Tenure; Time Base Is ½ Time or Greater and Appointment Is Greater than 6 Months.Employee’s Administrative Waiting Period Is Complete and HB Coverage COULD Begin	<p>For ACA purposes, the effective date for an employee’s “Health Benefits (HB) Offered” Status is equal to the earliest date the employee COULD possibly receive HB coverage.</p> <p>As such, the “HB Offered” effective date is also equal to the first of the month following the month in which the HB eligible permitting event occurred. Likewise, it is also the first of the month following the Administrative Waiting Period.</p> <p>In Summary: For HB eligible appointments, where an employee is hired to a permanent appointment with halftime or greater time base, the employee must serve an Administrative Waiting Period; this Waiting Period exists from the Permitting Event Date (date of hire) through the end of the Permitting Event Month. During this period of time, the employee’s ACA Status is considered ‘Health Benefits Not Offered’. Immediately following the “Not Offered” period, the “Health Benefits Offered” effective date is equal to the earliest date the employee COULD receive HB Coverage, i.e., the first of the month following the Administrative Waiting Period.</p>	The first day of the month following the month in which the Permitting Event occurred.	<p>Example: Employee Hired To HB Eligible Position. For ACA purposes, a ‘Newly Hired HB Eligible Employee’ is offered Health Benefits on the first day of the month following his appointment.</p> <p>Example 1: New Hire of HB Eligible Employee:</p> <table><tr><th>ACAS Related Scenario</th><th>ACA Tran. Effective Date</th><th>ACA Status</th></tr><tr><td>2/10/15: HB Eligible Employee Appointed.</td><td></td><td></td></tr><tr><td>HB Not Offered/Admin Waiting Period Begins.</td><td>2/10/15</td><td>2D</td></tr><tr><td>HB Offered at End of Admin Waiting Period.</td><td>3/1/15</td><td>1A</td></tr></table> <p>Example 2: Previously Ineligible Employee is Appointed to HB Eligible Position:</p> <table><tr><th>ACAS Related Scenario</th><th>ACA Tran. Effective Date</th><th>ACA Status</th></tr><tr><td>2/10/15: New Hire – Temporary Intermittent Employee Is Not Eligible for HB.</td><td></td><td></td></tr><tr><td>HB Not Offered – Employee Not HB Eligible.</td><td>2/10/15</td><td>2A</td></tr><tr><td>4/10/15: New Appointment – to a HB Eligible Position.</td><td></td><td></td></tr><tr><td>HB Not Offered/Admin Waiting Period Begins.</td><td>4/10/15</td><td>2D</td></tr><tr><td>HB Offered at End of Admin Waiting Period.</td><td>5/1/15</td><td>1A</td></tr></table>	ACAS Related Scenario	ACA Tran. Effective Date	ACA Status	2/10/15: HB Eligible Employee Appointed.			HB Not Offered/Admin Waiting Period Begins.	2/10/15	2D	HB Offered at End of Admin Waiting Period.	3/1/15	1A	ACAS Related Scenario	ACA Tran. Effective Date	ACA Status	2/10/15: New Hire – Temporary Intermittent Employee Is Not Eligible for HB.			HB Not Offered – Employee Not HB Eligible.	2/10/15	2A	4/10/15: New Appointment – to a HB Eligible Position.			HB Not Offered/Admin Waiting Period Begins.	4/10/15	2D	HB Offered at End of Admin Waiting Period.	5/1/15	1A
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Permanent Intermittent Employee is Now Eligible to Enroll in Health Benefits																						
1A	<p>Health Benefits Offered to a Permanent Intermittent Employee Who Worked a Qualifying Number of Hours in a Control Period and Completed the Administrative Waiting Period:</p> <ul style="list-style-type: none">6 Month Control Period Ended and Employee Worked a Qualifying Number of HoursAdministrative Waiting Period (the Month Following the Qualifying Control Period) Is Complete.Employee Is Eligible for Health Benefits Coverage to Begin.	<p>For ACA purposes, the effective date for an employee’s “Health Benefits (HB) Offered” Status is equal to the earliest date the employee COULD possibly receive HB coverage.</p> <p>For Permanent Intermittent employees, this effective date equals the first of the month following the Administrative Waiting Period, which follows completion of the qualifying Control Period.</p> <p>Permanent Intermittent employees must work a qualifying number of hours in a 6 month Control Period (January thru June or July thru December) to be considered HB eligible. Once the employee successfully completes a Control Period, he must serve an Administrative Waiting Period, which exists from the first day of the month following the Control Period, through the end of that month. During this period of time, the employee’s ACA Status is considered ‘Health Benefits Not Offered’. The earliest date the employee COULD possibly receive Health Benefits coverage is the first of the month following the Administrative Waiting Period. This is considered the ‘Health Benefits Offered’ effective date.</p>	<p>For Permanent Intermittent employees, the earliest date the employee COULD possibly receive HB coverage - the first day of the month following completion of the Admin Waiting Period, which follows completion of a qualifying Control Period.</p>	<p>Example: Employee Works Qualifying Hours in a Control Period Ending in June – Employee Is Offered Health Benefits August 1st.</p> <table><tr><th>ACAS Related Scenario</th><th>ACA Tran. Effective Date</th><th>ACA Status</th></tr><tr><td>2/10/15: Perm Intermittent Employee Appointed.</td><td></td><td></td></tr><tr><td>HB Not Offered/PI Must Work Qualifying Hours in Control Period.</td><td>2/10/15</td><td>2B</td></tr><tr><td>6/30/15: Jan – June Control Period Ends & Employee Worked a Qualifying Number of Hours.</td><td></td><td></td></tr><tr><td>HB Not Offered – Admin Waiting Period Begins.</td><td>7/1/15</td><td>2D</td></tr><tr><td>HB Offered at End of Admin Waiting Period.</td><td>8/1/15</td><td>1A</td></tr></table>	ACAS Related Scenario	ACA Tran. Effective Date	ACA Status	2/10/15: Perm Intermittent Employee Appointed.			HB Not Offered/PI Must Work Qualifying Hours in Control Period.	2/10/15	2B	6/30/15: Jan – June Control Period Ends & Employee Worked a Qualifying Number of Hours.			HB Not Offered – Admin Waiting Period Begins.	7/1/15	2D	HB Offered at End of Admin Waiting Period.	8/1/15	1A
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HB Not Offered – Admin Waiting Period Begins.	7/1/15	2D																				
HB Offered at End of Admin Waiting Period.	8/1/15	1A																				
Employee Returns HB Enrollment Forms TIMELY (Within 60 Days of Permitting Event)																						
3A	<p>Health Benefits Accepted (Timely) by Employee Who Submits HB Enrollment Forms TIMELY & Enrolls in Health Benefits:</p>	<p>To begin Health Benefits (HB) coverage in the most expedient manner, an employee MUST return his HB enrollment forms within 60 days of his HB Permitting Event. Once the enrollment forms are</p>	<p>The first day of the month following the day/month that</p>	<p>Example 1: HB Eligible Employee Returns Enrollment Forms Timely, before ‘Health Benefits Offered’ Date.</p>																		

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	<ul style="list-style-type: none">Timely Submission: within 60 Calendar Days of the Qualifying HB Permitting Event Date (e.g., Date of Hire, Completion of Qualifying Control Period).Note: the 60 Calendar Day Period Begins on the Same Date as the Permitting Event.	submitted, the effective date for Health Benefits acceptance is the first day of the month following the month in which the forms are submitted. This is considered the ACTUAL DATE THAT BENEFITS ARE EFFECTIVE/CAN BE USED . This may or may not be the same date as the 'Health Benefits Offered' date.	enrollment forms are submitted.	ACAS Related Scenario	ACA Tran. Effective Date	ACA Status
				2/10/15: HB Eligible Appointment.		
				HB Not Offered/Admin Waiting Period Begins.	2/10/15	2D
				2/27/15: Enrollment Forms Returned Timely – Before End of Admin Waiting Period.		
				HB Offered at End of Admin Waiting Period.	3/1/15	1A
				HB Accepted (Timely)/HB Coverage is Effective.	3/1/15	3A
				Example 2: HB Eligible Employee Returns Enrollment Forms Timely, on Same Date or Some Date after 'Health Benefits Offered' Date. 'Health Benefits Accepted' date is the first day of the month following the date enrollment forms are submitted by the employee.		
				Example 2a: Forms Returned Same Date as 'Health Benefits Offered'.		
				ACAS Related Scenario	ACA Tran. Effective Date	ACA Status
				2/10/15: HB Eligible Appointment.		
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				HB Offered at End of Admin Waiting Period.	3/1/15	1A
				3/1/15: Enrollment Forms Returned Timely – Same Date as HB Offered.		

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				<i>HB Accepted (Timely)/HB Coverage is Effective.</i>	<i>4/1/15</i>	<i>3A</i>
				Example 2b: Forms Returned after ‘Health Benefits Offered’, but within 60 Days of Appointment Effective Date.		
				ACAS Related Scenario	ACA Tran. Effective Date	ACA Status
				2/10/15: HB Eligible Appointment.		
				HB Not Offered/Admin Waiting Period Begins.	2/10/15	2D
				HB Offered at End of Admin Waiting Period.	3/1/15	1A
				<i>4/3/15: Enrollment Forms Returned Timely – after HB Offered.</i>		
				<i>HB Accepted (Timely)/HB Coverage is Effective.</i>	<i>5/1/15</i>	<i>3A</i>
4A	Health Benefits Declined (Timely) by an Employee Who Submits HB Enrollment Forms Timely & Declines Health Benefits: <ul style="list-style-type: none">Timely Submission: within 60 Calendar Days of the Qualifying HB Permitting Event Date (e.g., Date of Hire, Completion of Qualifying Control Period).Note: the 60 Calendar Day Period Begins on the Same Date as the Permitting Event.	Employee returns HB enrollment forms within 60 calendar days of the HB permitting event and declines the offer of HB coverage. Note: the effective date of the employee’s ‘HB Offered’ (1A) and timely ‘HB Declined’ (4A) will always be the same.	The earliest date that the employee is eligible to receive HB coverage, as outlined in benefit eligibility rules. This is the first day of the month following the month in which the permitting event occurred.	ACAS Related Scenario	ACA Tran. Effective Date	ACA Status
				2/10/15: HB Eligible Appointment.		
				HB Not Offered/Admin Waiting Period Begins.	2/10/15	2D
				HB Offered at End of Admin Waiting Period.	3/1/15	1A
				<i>4/3/15: Enrollment Forms Returned Timely & Employee Declines Coverage.</i>		
				<i>HB Declined (Timely) by Employee.</i>	<i>3/1/15</i>	<i>4A</i>

A Scenario Specific Job Aid for Updating the ACAS Database

ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event																						
ACA Code	HB Related Event That Requires ACAS Update	Additional Information RE HB Related Event &/or Need to Update ACAS	Effective Date	ACAS Update Scenarios/Examples																		
Employee Returns HB Forms LATE – Greater than 60 Days from Permitting Event Date																						
4B	<p>Health Benefits Administratively Declined for an Employee Who <u>DOES NOT</u> Return HB Enrollment Forms within 60 Days:</p> <ul style="list-style-type: none">Late Submission: Greater than 60 Calendar Days from the HB Permitting Event Date (e.g., Date of Hire, Completed Qualifying Control Period).Note: the 60-Day Calendar Period Begins on the Same Date as the Permitting Event Date.	To Begin Health Benefits (HB) Coverage in the most expedient manner, an employee MUST return his HB enrollment forms within 60 calendar days of his HB permitting event. If the enrollment forms are submitted after the 60th day, Health Benefits coverage cannot be effective until AFTER the employee serves a 90 day HIPAA Waiting Period. The HR office must key a ‘Health Benefits Administratively Declined’ status effective the 61st day beyond the permitting event date.	The 61 st calendar day following (and including) the permitting event date.	<p>Example: Employee Submits HB Enrollment Forms Late – Greater than 60 Days after His Permitting Event Date. Health Benefits are Administratively Declined on the 61st day beyond the Permitting Event Date.</p> <table><tr><th>ACAS Related Scenario</th><th>ACA Tran. Effective Date</th><th>ACA Status</th></tr><tr><td>2/10/15: HB Eligible Appointment.</td><td></td><td></td></tr><tr><td>HB Not Offered/Admin Waiting Period Begins.</td><td>2/10/15</td><td>2D</td></tr><tr><td>HB Offered at End of Admin Waiting Period.</td><td>3/1/15</td><td>1A</td></tr><tr><td>4/10/15: 60 Days From Event – No Enrollment Forms Returned.</td><td></td><td></td></tr><tr><td>HB Administratively Declined – 61 Days from Permitting Event Date.</td><td>4/11/15</td><td>4B</td></tr></table>	ACAS Related Scenario	ACA Tran. Effective Date	ACA Status	2/10/15: HB Eligible Appointment.			HB Not Offered/Admin Waiting Period Begins.	2/10/15	2D	HB Offered at End of Admin Waiting Period.	3/1/15	1A	4/10/15: 60 Days From Event – No Enrollment Forms Returned.			HB Administratively Declined – 61 Days from Permitting Event Date.	4/11/15	4B
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HB Administratively Declined – 61 Days from Permitting Event Date.	4/11/15	4B																				
3B	<p>Health Benefits Accepted (Late) for an Employee Who Turns In <u>HB Enrollment Form Late & Accepts Offer of Health Benefits:</u></p> <ul style="list-style-type: none">Late Submission: Greater than 60 Calendar Days from the HB Permitting Event Date (e.g., Date of Hire, Completed Qualifying Control Period).Note: the 60-Day Calendar Period Begins on the Same Date as the Permitting Event.HR Office Must Key an Administratively Declined ACAS Status Effective on the 61st Calendar Day.Employee Must Serve 90 Day HIPAA Waiting Period before HB Can Be Effective.	To begin Health Benefits (HB) coverage in the most expedient manner, an employee MUST return his HB enrollment forms within 60 calendar days of his HB permitting event. If the enrollment forms are submitted after the 60th day, Health Benefits coverage cannot be effective until AFTER the employee serves a 90 day HIPAA Waiting Period. The HR office must key an Administratively Declined status effective the 61st day beyond the permitting event date. The employee’s HIPAA Waiting Period begins on the date he returns his HB enrollment forms. The employee is not eligible to receive HB coverage until the first day of the	The first day of the month following the day/month the employee completes the 90-day HIPAA Waiting Period.	<p>Example: HB Eligible Employee Submits HB Enrollment Forms Late (Greater than 60 Days after His Permitting Event Date) but Wants to Enroll in HB. Health Benefits were Administratively Declined on the 61st day beyond the Permitting Event Date. Employee must serve a 90-day HIPAA Waiting Period beginning on the date he returns his HB enrollment forms and HB become effective on the first day of the month following completion of the Waiting Period.</p> <p>Employee Accepts HB Late after a HB Eligible Appointment & Employee Serves 90 Day HIPAA Waiting Period.</p> <table><tr><th>ACAS Related Scenario</th><th>ACA Tran. Effective Date</th><th>ACA Status</th></tr></table>	ACAS Related Scenario	ACA Tran. Effective Date	ACA Status															
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A Scenario Specific Job Aid for Updating the ACAS Database

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	<ul style="list-style-type: none">Note: the 90 Day Period Begins on the Same Date the Employee Returns His HB Enrollment Forms.	month, following the day/month the employee completes the 90-day Waiting Period.		2/10/15: HB Eligible Appointment.																	
				HB Not Offered/Admin Waiting Period Begins.	2/10/15	2D															
				HB Offered at End of Admin Waiting Period.	3/1/15	1A															
				4/10/15: 60 Days from Appt. & No Enrollment Forms Returned.																	
				HB Administratively Declined – 61 Days from Permitting Event.	4/11/15	4B															
				4/15/15: Enrollment Forms Returned Late to Accept HB.																	
				4/15/15: Begin 90 Day HIPAA Waiting.																	
				7/13/15: End 90 Day HIPAA Waiting.																	
				Health Benefits Accepted (Late).	8/1/15	3B															
				Employee Who PREVIOUSLY DECLINED Health Benefits NOW SUBMITS FORMS FOR ENROLLMENT																	
3A	Health Benefits Accepted after a Previous Decline of HB <ul style="list-style-type: none">Employee Previously Declined Health BenefitsFor Whatever Reason, an Employee Who Previously Declined Health Benefits Now Submits Documentation to Enroll in Health Benefits.	Employees who previously declined Health Benefits (HB) may voluntarily enroll in HB when a valid permitting event occurs. Some valid permitting events might be: <ul style="list-style-type: none">Loss of coverage through spouse or other source.Open Enrollment.	Open Enrollment: 1/1/20XX. All other permitting events: 1 st of the month.	Example: Employee Submits HB Documentation in June 2015 to Enroll after He Previously Declined HB. <table><tr><th>ACAS Related Scenario</th><th>ACA Tran. Effective Date</th><th>ACA Status</th></tr><tr><td>2/10/15: HB Eligible Appointment.</td><td></td><td></td></tr><tr><td>HB Not Offered/Admin Waiting Period Begins.</td><td>2/10/15</td><td>2D</td></tr><tr><td>HB Offered at End of Admin Waiting Period.</td><td>3/1/15</td><td>1A</td></tr><tr><td>3/1/15: Enrollment Forms Returned to Decline HB.</td><td></td><td></td></tr></table>			ACAS Related Scenario	ACA Tran. Effective Date	ACA Status	2/10/15: HB Eligible Appointment.			HB Not Offered/Admin Waiting Period Begins.	2/10/15	2D	HB Offered at End of Admin Waiting Period.	3/1/15	1A	3/1/15: Enrollment Forms Returned to Decline HB.		
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				6/15/15: Employee Loses Coverage under Spouse and Submits Documentation to Enroll in HB.																																
				Health Benefits Accepted/HB Coverage is Effective.	07/1/15	3A																														
Employee Reinstates After Temporary Separation																																				
3A	<p>Health Benefits Accepted after an Employee Reinstates from a Temporary Separation and His HB Were Temporarily Suspended During His Unpaid Leave.</p> <ul style="list-style-type: none">Employee Reinstates After a Temporary Separation or Some Type of Unpaid LeaveEmployee’s HB Coverage Was Temporarily Disrupted by His Unpaid Status, i.e., the Employee’s HB Coverage Was Not Continuously Paid via Accounts Receivable or Direct Payment.	<p>When A HB eligible employee reinstates after a Temporary Separation – and he previously had HB coverage, his HB coverage is restored. The HR Specialist must update ACAS to show that the employee’s ACA Status is changed from “Temporarily Suspended” to “Health Benefits Accepted”.</p>	<p>The first day of the month that HB coverage begins again.</p>	<p>Example: Employee Returns from Temporary Leave on 9/21/15, after HB Coverage Was Temporarily Suspended. September Payment Is Sufficient to Pay for October Coverage.</p> <table><tr><th>ACAS Related Scenario</th><th>ACA Tran. Effective Date</th><th>ACA Status</th></tr><tr><td>2/10/15: HB Eligible Appointment.</td><td></td><td></td></tr><tr><td>HB Not Offered/Admin Waiting Period Begins.</td><td>2/10/15</td><td>2D</td></tr><tr><td>HB Offered.</td><td>3/1/15</td><td>1A</td></tr><tr><td>3/1/15: Enrollment Forms Returned.</td><td></td><td></td></tr><tr><td>HB Accepted (Timely)/HB Coverage is Effective.</td><td>4/1/15</td><td>3A</td></tr><tr><td>7/1/15: Employee Goes on a Temporary Unpaid Leave & HB Coverage is Disrupted.</td><td>7/1/15</td><td></td></tr><tr><td>HB Temporarily Suspended.</td><td>07/31/15</td><td>5C</td></tr><tr><td>9/21/15: Employee Returns from Leave.</td><td></td><td></td></tr><tr><td>HB Accepted/HB Coverage is Restored.</td><td>10/1/15</td><td>3A</td></tr></table>			ACAS Related Scenario	ACA Tran. Effective Date	ACA Status	2/10/15: HB Eligible Appointment.			HB Not Offered/Admin Waiting Period Begins.	2/10/15	2D	HB Offered.	3/1/15	1A	3/1/15: Enrollment Forms Returned.			HB Accepted (Timely)/HB Coverage is Effective.	4/1/15	3A	7/1/15: Employee Goes on a Temporary Unpaid Leave & HB Coverage is Disrupted.	7/1/15		HB Temporarily Suspended.	07/31/15	5C	9/21/15: Employee Returns from Leave.			HB Accepted/HB Coverage is Restored.	10/1/15	3A
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Employee Loses HB Eligibility – HB Must Be Administratively Canceled																																								
5A	<p>Health Benefits Administratively Canceled for an Employee, Who <u>Was Previously HB Eligible, but Loses His Eligibility</u>:</p> <ul style="list-style-type: none">Employee Changes Tenure or Time Base to an Ineligible Tenure/Time Base.Permanent Intermittent Employee Works an Insufficient Number of Hours in a Control Period.	<p>When an employment status change also changes an employee’s Health Benefit status from eligible to ineligible, ACAS must be updated to show the employee’s new ACA Status, in this order:</p> <ol style="list-style-type: none">An appropriate ACA Status Code must be keyed to reflect the employee’s HB eligibility status, e.g.,<ol style="list-style-type: none">2A - Ineligible Employee (due to tenure/time base)2B – PI Employee Not Eligible; employee must (again) work a sufficient number of hours in a Control Period before being considered HB eligible (again).Then a HB ‘Administratively Cancelled’ transaction/ACA Status Code must be keyed to reflect the end of the employee’s previous coverage period.	<p>Example 1</p> <p>Ineligible/Not Offered – 2A: The effective date of the eligibility status change.</p> <p>Admin Cancel – 5A: The last day the employee’s HB coverage is effective.</p> <p>Example 2</p> <p>PI Employee Not Eligible - Must Qualify Hours in Control Period: The first day of the month following the end of the non-qualifying</p>	<p>Example 1 – Effective 6/15/15, an Employee Changes from a HB Eligible to a HB Ineligible Tenure and/or Time Base. His June HB deduction pays for his HB coverage through the end of July.</p> <table><tr><th>ACAS Related Scenario</th><th>ACA Tran. Effective Date</th><th>ACA Status</th></tr><tr><td>2/10/15: HB Eligible Appointment.</td><td></td><td></td></tr><tr><td>HB Not Offered/Admin Waiting Period Begins.</td><td>2/10/15</td><td>2D</td></tr><tr><td>HB Offered at End of Admin Waiting Period.</td><td>3/1/15</td><td>1A</td></tr><tr><td>3/1/15: Enrollment Forms Returned Timely.</td><td></td><td></td></tr><tr><td>HB Accepted (Timely).</td><td>4/1/15</td><td>3A</td></tr><tr><td>6/15/15: Appointment to Ineligible Tenure/Time Base.</td><td></td><td></td></tr><tr><td>HB Ineligible Employee – HB Not Offered.</td><td>06/15/15</td><td>2A</td></tr><tr><td>HB Administratively Canceled.</td><td>7/31/15</td><td>5A</td></tr></table> <p>Example 2 – An Employee Loses HB Eligibility because He Does Not Work a Qualifying Number of Hours in the July through December Control Period. His December HB deduction pays for his HB coverage through the end of January.</p> <table><tr><th>ACAS Related Scenario</th><th>ACA Tran. Effective Date</th><th>ACA Status</th></tr><tr><td>2/10/15: Perm Intermittent Employee Appointed.</td><td></td><td></td></tr><tr><td>HB Not Offered/PI Must Work Qualifying Hours in</td><td>2/10/15</td><td>2B</td></tr></table>	ACAS Related Scenario	ACA Tran. Effective Date	ACA Status	2/10/15: HB Eligible Appointment.			HB Not Offered/Admin Waiting Period Begins.	2/10/15	2D	HB Offered at End of Admin Waiting Period.	3/1/15	1A	3/1/15: Enrollment Forms Returned Timely.			HB Accepted (Timely).	4/1/15	3A	6/15/15: Appointment to Ineligible Tenure/Time Base.			HB Ineligible Employee – HB Not Offered.	06/15/15	2A	HB Administratively Canceled.	7/31/15	5A	ACAS Related Scenario	ACA Tran. Effective Date	ACA Status	2/10/15: Perm Intermittent Employee Appointed.			HB Not Offered/PI Must Work Qualifying Hours in	2/10/15	2B
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			Control Period. Admin Cancel – 5A: The last day the employee’s HB coverage is effective.	Control Period. 6/30/15: Jan – June Control Period Ends & Employee Worked a Qualifying Number of Hours. HB Not Offered – Admin Waiting Period Begins. HB Offered at End of Admin Waiting Period. 8/1/15: Employee Returns Enrollment Forms & Accepts HB Coverage. HB Accepted Timely. 12/31/15: July – December Control Period Ends & Employee <u>DID NOT</u> Work Sufficient Hours. PI Employee Not Eligible – Must Work Qualifying Hours in Control Period. HB Administratively Canceled.											
Employee Voluntarily Cancels Health Benefits															
5B	Employee Voluntarily Canceled His Health Benefits <ul style="list-style-type: none">Employee Submits Documentation to Voluntarily Cancel His Health Benefits.	Employees who are enrolled in Health Benefits may ‘Voluntarily Cancel’ their benefits at any time. Some reasons for doing this might be: <ul style="list-style-type: none">The employee’s spouse has an opportunity to enroll in Health Benefits through their employment.Someone the employee knows offers to pay for his Health Benefits.	The last day the employee’s HB coverage is effective.	Example: Employee Submits HB Canceling Documentation in June 2015. His June HB deduction pays for his July 2015 HB coverage. <table><tr><th>ACAS Related Scenario</th><th>ACA Tran. Effective Date</th><th>ACA Status</th></tr><tr><td>2/10/15: HB Eligible Appointment.</td><td></td><td></td></tr><tr><td>HB Not Offered/Admin Waiting Period Begins.</td><td>2/10/15</td><td>2D</td></tr></table>			ACAS Related Scenario	ACA Tran. Effective Date	ACA Status	2/10/15: HB Eligible Appointment.			HB Not Offered/Admin Waiting Period Begins.	2/10/15	2D
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A HB Covered Employee Does Not Have Enough Pay for HB Deduction																															
5C	<p>Health Benefits Are Temporarily Suspended because a HB Covered Employee Does Not Have Enough Pay for a HB Deduction to Be Taken:</p> <ul style="list-style-type: none">An Employee’s HB Coverage Is Interrupted by Some Type of Non-Permanent Unpaid Status where No Pay Is Issued or Not Enough Pay Is Issued to Deduct HB; and the Employee Did Not Elect to Continue HB Coverage via Accounts Receivable or Direct Payment.Some Reasons for the Unpaid Status Include, But Are Not Limited to:<ul style="list-style-type: none">➤ Leave of Absence➤ Temporary Separation➤ Any Situation Where a HB Covered Employee Is Not Permanently Separated, but Is Not Paid Enough in a Pay Period to Have Health Benefits Deducted.	If an employee is not permanently separated, but is not being paid – or is not being paid enough – to deduct Health Benefits – AND no arrangements are made to continue payment for his HB coverage (via Accounts Receivables or Direct Payment), his Health Benefits must be ‘Temporarily Suspended’ while he is on unpaid status.	The last day the employee’s HB coverage is effective.	<p>Example 1 - Employee Currently Receiving HB Goes on a Leave of Absence Effective 7/1/15. His June HB deduction paid for his July 2015 HB coverage.</p> <table><tr><th>ACAS Related Scenario</th><th>ACA Tran. Effective Date</th><th>ACA Status</th></tr><tr><td>2/10/15: HB Eligible Appointment.</td><td></td><td></td></tr><tr><td>HB Not Offered/Admin Waiting Period Begins.</td><td>2/10/15</td><td>2D</td></tr><tr><td>HB Offered at End of Admin Waiting Period.</td><td>3/1/15</td><td>1A</td></tr><tr><td>3/1/15: Enrollment Forms Returned Timely to Accept HB Coverage.</td><td></td><td></td></tr><tr><td>HB Accepted (Timely)/HB Coverage is Effective.</td><td>4/1/15</td><td>3A</td></tr><tr><td>7/1/15: Employee Goes on a Leave of Absence. No Pay Issued & HB Not Continued via Direct Pay or AR.</td><td></td><td></td></tr><tr><td>HB Temporarily Suspended</td><td>07/31/15</td><td>5C</td></tr></table>				ACAS Related Scenario	ACA Tran. Effective Date	ACA Status	2/10/15: HB Eligible Appointment.			HB Not Offered/Admin Waiting Period Begins.	2/10/15	2D	HB Offered at End of Admin Waiting Period.	3/1/15	1A	3/1/15: Enrollment Forms Returned Timely to Accept HB Coverage.			HB Accepted (Timely)/HB Coverage is Effective.	4/1/15	3A	7/1/15: Employee Goes on a Leave of Absence. No Pay Issued & HB Not Continued via Direct Pay or AR.			HB Temporarily Suspended	07/31/15	5C
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<i>HB Temporarily Suspended</i>	<i>09/30/15</i>	<i>5C</i>																										
Employee Permanently Separates																												
5D	<p>Health Benefits Canceled because <u>Employee Is Permanently Separated</u>:</p> <ul style="list-style-type: none">Permanent Separations Require that Health Benefits Be Canceled.Some Examples of Permanent Separations that Cause HB to Be Canceled Are:<ul style="list-style-type: none">Disability Retirement	When an employee permanently separates, is disability retired or is laid off, his HB coverage must be canceled.	The last day the employee’s HB coverage is effective.	<p>Example: HB Covered Employee Is Laid Off Effective 6/29/15. His June payment/HB deduction paid for his July HB coverage.</p> <table><tr><th>ACAS Related Scenario</th><th>ACA Tran. Effective Date</th><th>ACA Status</th></tr><tr><td>2/10/15: HB Eligible Appointment.</td><td></td><td></td></tr><tr><td>HB Not Offered/Admin</td><td>2/10/15</td><td>2D</td></tr></table>	ACAS Related Scenario	ACA Tran. Effective Date	ACA Status	2/10/15: HB Eligible Appointment.			HB Not Offered/Admin	2/10/15	2D															
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A Scenario Specific Job Aid for Updating the ACAS Database

ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event						
ACA Code	HB Related Event That Requires ACAS Update	Additional Information RE HB Related Event &/or Need to Update ACAS	Effective Date	ACAS Update Scenarios/Examples		
	<ul style="list-style-type: none">▪ Service Retirement▪ Voluntary Resignation▪ Involuntary Resignation▪ Lay-Off			Waiting Period Begins.		
				HB Offered at End of Admin Waiting Period.	3/1/15	1A
				3/1/15: Enrollment Forms Returned to Accept HB.		
				HB Accepted (Timely)/HB Coverage is Effective.	4/1/15	3A
				6/29/15: Employee is Laid Off.		
				HB Canceled.	07/31/15	5D
Employee Reinstates After Permanent Separation						
MISC	<p>An Employee Reinstates after a Permanent Separation. Various ‘Health Benefits Not Offered’ Statuses May Apply, Depending on Tenure/Time Base:</p> <ul style="list-style-type: none">• Refer to the Various ‘Health Benefits Not Offered’ Status Codes for New Hires <ul style="list-style-type: none">▪ 2A – Not HB Eligible▪ 2A – Multiple Positions & HB Not Administered by this Position▪ 2B – Permanent Intermittent Employee Must Work Qualifying Hours in a Control Period▪ 2D – HB Eligible Employee Must Serve Administrative Waiting Period	When an employee reinstates after a permanent separation, his employment status will determine the appropriate initial ‘Not Offered’ status, equal to the status used for Newly Hired employees. Refer to the Newly Hired descriptions above.	Date of reinstatement			
Common Health Benefits Events Where No ACAS Update is Needed						
	<p>No ACAS Update Is Needed When:</p> <ul style="list-style-type: none">• An Employee Changes Health Plans or Carriers.• An Employee Adds or Deletes Dependents.• An Employee Transfers between Departments without a Change to His HB Eligibility.					

A Scenario Specific Job Aid for Updating the ACAS Database

ACAS Entry Requirement Related to Employment Status or Health Benefits (HB) Permitting Event				
ACA Code	HB Related Event That Requires ACAS Update	Additional Information RE HB Related Event &/or Need to Update ACAS	Effective Date	ACAS Update Scenarios/Examples
	<ul style="list-style-type: none">A Permanent Intermittent Employee Completes a Control Period and His HB Eligibility Status Is Unchanged:<ul style="list-style-type: none">Employee Qualified For and Accepted Benefits In the Previous Control Period and Continues to Qualify in the Most Recent Control Period.Employee Did Not Qualify for Benefits in the Previous Control Period and Still Does Not Qualify in the Most Recent Control Period.An Employee with HB Coverage Is Temporarily Separated or Goes on Some Type of Unpaid Leave – AND HB COVERAGE PAYMENTS CONTINUE<ul style="list-style-type: none">An Employee’s HB Coverage Is NOT DISRUPTED if He Is on an Unpaid Leave, but Makes Arrangements for Continuous Payment of Health Coverage (via Accounts Receivable or Direct Pay).The Employee’s ACAS Record Will Remain in an “Accepted” Status.			